



Postdoc Program Office  
MS T001, P.O. Box 1663  
Los Alamos, New Mexico 87545  
505-663-5629

February 27, 2013

Dear Employer,

The Los Alamos Postdoc Association is pleased to announce the opportunity for participating employers to be a sponsor for the annual Postdoc Career Fair at Los Alamos National Laboratory (LANL). Sponsorships are intended to give employers the opportunity to showcase their support for the LANL Career Fair, and will assist in the operational costs of the Career Fair, such as venue fees, catering, and supplies for the attendees. The suggested sponsorship amount is \$1000, although any amount will be welcome. *The registration fee will be waived for companies sponsoring the event for \$1000 or more.* Event sponsors will receive prominent advertisement in all publications pertaining to the fair. A detailed list of sponsorship benefits follows:

- Corporate logo/name prominently displayed on the Career Fair website
- Corporate logo/name displayed on day-of-fair materials
- Verbal acknowledgement of sponsorship at the Opening Reception on the evening of August 27<sup>th</sup>
- Verbal acknowledgement of sponsorship at the Career Fair on August 28<sup>th</sup>
- Priority table placement - multiple sponsors will receive priority according to sponsorship amount

#### **Sponsorship Process:**

- Sponsorships will be coordinated with your company via communication with a Career Fair organizing committee member.
- Because we must comply with LANL and federal regulations governing our receipt of sponsorship funds, we ask that payment be arranged in one of the two ways listed below:

Your company may send us a check accompanied by a letter specifically stating the check number, what the funds will be used for, and that the excess will be returned to them.

The catering company (or appropriate goods/service provider) can send an invoice or quote directly to your company if your company requires that you have an invoice or bill before you submit sponsorship funds.

Please complete the form on the next page and return notifying us of your sponsorship.

Yours sincerely,

A handwritten signature in black ink, reading "Lee Tschaepé". The signature is written in a cursive style with a large, stylized "L" and a long, sweeping underline.

Lee Tschaepé  
*Career Committee Chair*

# **2013 Los Alamos Postdoc Career Fair Sponsorship Form**

## **Company information**

Name of Company:

Address:

## **Company contact information regarding sponsorship**

Name:

Email:

Phone:

**Amount of sponsorship** (suggested amount \$1000):

## **Method of payment**

**Method 1:** Your company may send us a check accompanied by a letter specifically stating the check number, what the funds will be used for, and that the excess will be returned to them. An invoice detailing the allocation of your sponsorship funds will be provided to you at the conclusion of the career fair. Please include the letter with the check.

**Method 2:** The catering company (or appropriate goods/service provider) can send an invoice or quote directly to your company if your company requires that you have an invoice or bill before you submit sponsorship funds.

Please submit this form by clicking the submit button or by sending a copy to [careerfair\\_2013@lanl.gov](mailto:careerfair_2013@lanl.gov).

Thank you for your support!